

- Computer Access
 - EMACS: _____
 - E-Mail Log-In Information: _____
 - Department Specific Programs: _____

- Badges
 - Access to offices
 - Times of access: _____
 - Replacement cost: _____

- Issued Equipment
 - Care/Use Expectations
 - Replacement cost: _____

- Parking
 - Employee parking locations: _____
 - Employee permit parking sticker: _____

- Personnel Policies and Procedures (See Personnel Policies & Procedures packet)

- Tour of Office
 - Bathrooms
 - Break/Lunch room
 - Conference rooms
 - Confidential paper shredder
 - Copier/ fax machine
 - Employee entrance
 - Supplies

- Emergency Procedures
 - First-Aid kit
 - Injury log
 - Emergency exits
 - Fire extinguishers

- Stairwells
 - SB Safe Employee Alert System Enrollment

 - Security
 - Secure employee-only work areas: _____
 - Public areas: _____
 - Visitor policy/expectations: _____
 - Security guard extension: _____
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Employee's Name (please print)

Employee #

Employee's Signature

Date

Supervisor's Signature

Date